REMINDER

A monthly guide about IMRF topics of interest.

IMRF Employer Access: What you should know

Designed to provide IMRF employers with account-specific information, Employer Access is a secure, dedicated area of IMRF's website, **www.imrf.org**. IMRF requests employers submit certain information via Employer Access, and sends most employer communications through the system.

Employer Access account types

There are three types of Employer Access accounts. Each account owner should have his or her own unique email address entered into the contact information for the account (***IMRF can not enter these email addresses***):

- **Authorized Agent (AA) account:** Each IMRF employer ***must*** have an active, ***updated*** Authorized Agent account. This account administers all other accounts and has access to all Employer Access functions. There can be only one Authorized Agent account for each employer.

- **Security Administrator account:** This account has access to all the functions of an Authorized Agent account and is a good choice if the Authorized Agent would prefer someone else handle the day-to-day administration of IMRF. The account is created by the Authorized Agent. There can be only one Security Administrator account for each employer.

- **Web Assistant account:** This account is created and maintained by either the Authorized Agent or Security Administrator. The ability to use Employer Access functions and see information is limited by security permissions established by the Authorized Agent or Security Administrator. (**Note**: If someone has a Web Assistant account and later becomes the employer's Authorized Agent, he or she must delete the Web Assistant account and create a new Authorized Agent account using their email address.)

Each account owner should log in to his or her Employer Access account at least once every 60 days, especially Authorized Agents. Additionally, for security reasons, delete all unused accounts as soon as they are no longer necessary (for example, when an employee leaves). IMRF will delete all inactive accounts after 90 days.

Employer Access functions

In addition to administrative account functions, Employer Access also provides:

- **Current employer account functions,** which includes viewing employer contribution rates, updating wage report information and member information, transmitting monthly wage reports, and securely uploading documents to IMRF.
- **Secure online transactions.** Employers are required to use Employer Access to submit the following reports and forms to IMRF: monthly wage and contribution reports, wage and contribution adjustments, Notice of Enrollment, Member Employment Change, Member Information Change, and Termination of IMRF Participation.

For more information

To establish or maintain an Employer Access account, **visit the secure log in page on IMRF's website**.

IMRF™